

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCOUNTANT
JOB REQUISITION: 2488
LOCATION: SACRAMENTO, CA

DEPARTMENT STATEMENT

Under the direction of the Supervising Accountant for the Trial Court Accounting System (TCAS) Deployment/Implementation Unit, this position performs professional accounting work including, reviewing, analyzing and mapping trial balances, budgets, new vendor uploads, and payroll mapping for all new courts coming onto Court Accounting and Reporting System (CARS). In addition, this position will train court staff as new processes are developed and implemented for the CARS project. The position will serve as the main contact for the court pre-conversion to CARS. This position will serve as the liaison for the courts pre and post go-live.

RESPONSIBILITIES

- Reviews and validates correct mapping of the courts' trial balances pre go-live;
- Reviews and validates correct mapping of the courts' budgets pre go-live;
- Reviews and validates correct mapping of payroll files for ADP pre go-live;
- Reviews, validates, and loads vendors/customers into CARS pre go-live;
- Assists the courts with process changes pre go-live;
- Develops training materials;
- Trains courts on TCFS processes/forms as it relates to CARS;
- Acts as lead for the various user groups established from the CARS user group quarterly meetings;
- Travels to courts and San Francisco as needed, approximately 50%;
- Performs user acceptance testing and regression testing for CARS;
- Performs configuration of court's master data in CARS;
- Communicates all CARS enhancements to the end user;
- Communicates orally with, writes correspondence to, and prepares written analysis for trial court and AOC personnel regarding financial matters;
- Conducts special studies, reviews, and analyses as assigned; and
- Performs all other duties as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree preferably with major course work in accounting, and three years of professional accounting experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

OR

Two years as a Staff Accountant with the Judicial Branch.

DESIRABLE QUALIFICATIONS

- Familiarity with ADP payroll files;
- Experience in developing end user materials;

- Experience with ERP implementation such as SAP, Peoplesoft, or Oracle;
- Experience with fund accounting;
- Demonstrated experience in training end-users; and
- Adept at preparing written analysis on financial matters.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req #2488, Accountant. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:
 Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$5,051 - \$6,139 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

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